C 35

A Challenging Opportunity Awaits You

Apply for a Career Position in the HUD Intern Program

U.S. Department of Housing and Urban Development
Office of Personnel and Training

HH 1.2:

best copy available

The Challenge

Want to help your country tackle some of its toughest problems? HUD may be the place for you. We need qualified, motivated and committed candidates for positions with leadership potential.

If you would like to help:

- Expand Homeownership and Affordable Housing
- Create Jobs and Economic Development through Enterprise Zones
- Empower the Poor through Resident Management
- Enforce Fair Housing for all
- Help make Public Housing Drug Free
- Help End the Tragedy of Homelessness

Then

the HUD Intern Program provides a challenging opportunity for you.

As an Intern you will be involved in significant projects. Our current Interns have:

- assisted with the preparation of reports for the White House and Congress.

- helped develop a 5-year business plan for the Government National Mortgage Association.

- reviewed applications for $25 million in HUD grants to non-profit organizations providing housing for low-income people.

- assisted with economic market analyses.

- helped prepare sanctions for violators of housing laws.

- been given major responsibilities for the security of a management system.

and have been involved in many other rewarding activities.

Major Features of the Program

Interns will:

- Be employed in a 2-year developmental program.

- Be employed in entry level intern positions with starting salaries of $16,973 or $21,023 depending on experience and/or education and will be eligible for advancements to positions with starting salaries of $37,294 and $44,348 (Because they are high cost areas, salaries are higher in San Francisco, Los Angeles and New York).

- Be employed in HUD Headquarters in Washington, D.C. and in HUD's 10 Regional Offices.

- Be placed in a target office upon the acceptance of a job offer and will be assigned a permanent position in the target office at the end of the 2-year program.

- Participate in an orientation in Washington, D.C. conducted by top HUD staff.

- Rotate among HUD Program Offices (for example, Administration, Housing, Public and Indian Housing, Community Planning and Development, Fair Housing and Equal Opportunity, Government National Mortgage Association, Policy Development and Research, etc.).

- Rotate to Washington, D.C. if employed in a Regional Office and to a HUD Office in the Field if employed in Washington, D.C.

- Participate in special developmental activities including classroom and on-the-job training and may participate in rotational assignments to other Federal agencies and organizations that relate to HUD.

Qualifications

Job Announcements will contain specific qualification requirements and applicants should

read these carefully before applying.

Generally, for intern positions with entry level salaries of $16,973 applicants must have a 4-year course above high school leading to a bachelor degree or three years of progressively responsible experience which demonstrates the ability to analyze problems, gather pertinent data, recognize solutions, plan and organize work and communicate effectively orally and in writing.

To be selected for positions with entry level salaries of $21,023 applicants must meet additional specialized experience and/or educational requirements as indicated on the job announcement.

How to Apply

There are three ways for you to apply for an Intern career position. Determine which of the following options pertains to you and apply according to the directions in that section.

1. You may apply as an outstanding scholar. If you are an outstanding scholar, obtain an Intern Program job announcement from a HUD Personnel Office listed in this brochure and apply directly to HUD. An outstanding scholar is a college graduate with a grade point average (GPA) of 3.5 or above on a 4.0 scale for all *undergraduate* course work, or a college graduate who graduated in the

upper ten (10) percent of his/her class. The job announcement will give you specific instructions.

2. You may apply directly to HUD as a current, or previous, Federal worker. Generally, if you are currently working for, or have worked for the U.S. Government, you may qualify for an Intern position (contact any HUD Personnel Office to determine if you qualify because of work experience with the U.S. Government). Obtain a job announcement from a HUD office and apply directly to HUD. The job announcement will give specific instructions.

3. You may take the Administrative Careers With America (ACWA) written examination (Occupational Group Exam IV - Personnel, Administrative and Computer). HUD will obtain a list of names from the Office of Personnel Management from among those who have scored highest on the exam. It is important that you take this test as soon as possible. In some geographical areas this test is given infrequently so it is important that you identify the time and place it is given in your area. Call your nearest U.S. Office of Personnel Management (OPM) Area Office or Federal Job Information Center for further information. These telephone numbers can be found in your telephone directory under "U.S. Government." Or you can call the *Career America College Hotline* at 1-900-990-9200 for complete information

about ACWA. In Alaska, call (907) 271-5821.

NOTE: IF YOU DO NOT QUALIFY AS AN OUTSTANDING SCHOLAR AND YOU DO NOT HAVE PREVIOUS GOVERNMENT EXPERIENCE, YOU MUST TAKE THE ADMINISTRATIVE CAREERS WITH AMERICA EXAM IV TO BE CONSIDERED FOR THE HUD INTERN PROGRAM.

The HUD Intern Program Timetable

April	Publication of the job announcement
May-June	Interviews with qualified candidates and selection of Interns
June	Interns begin work with HUD

For more Information

- contact your school career placement office or
- a HUD Personnel Office listed in this brochure.

HUD PERSONNEL OFFICE LOCATIONS

For jobs located in:

WASHINGTON D.C., HEADQUARTERS
Office of Personnel and Training
Department of Housing and Urban Development
451 7th Street, S.W., Room 2258
Washington, D.C. 20410-3100
(202) 708-0408
Dial-a-Job number: (202) 708-3203
(202) 708-2627 (TTD)

CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, RHODE ISLAND, VERMONT
Regional Personnel Office
Department of Housing and Urban Development
Thomas P. O'Neill, Jr., Federal Building
10 Causeway Street, Room 375
Boston, MA 02222-1092
(617) 565-5234

NEW JERSEY, NEW YORK, PUERTO RICO
Regional Personnel Office
Department of Housing and Urban Development
26 Federal Plaza
New York, NY 10278-0068
(212) 264-6500

DELAWARE, MARYLAND, PENNSYLVANIA, VIRGINIA, WASHINGTON, D.C. FIELD OFFICE, WEST VIRGINIA
Regional Personnel Office
Department of Housing and Urban Development
Liberty Square Building
105 South 7th Street
Philadelphia, PA 19106-3392
(215) 597-2560

ALABAMA, FLORIDA, KENTUCKY, GEORGIA, MISSISSIPPI, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE
Regional Personnel Office
Department of Housing and Urban Development
Richard B. Russell Federal Building
75 Spring Street, S.W.
Atlanta, GA 30303-3388
(404) 331-5136

ILLINOIS, INDIANA, MICHIGAN, MINNESOTA, OHIO, WISCONSIN
Regional Personnel Office
Department of Housing and Urban Development
626 West Jackson Boulevard
Chicago, IL 60606-5601
(312) 353-5680

ARKANSAS, LOUISIANA, OKLAHOMA,
NEW MEXICO, TEXAS
Regional Personnel Office
Department of Housing and Urban Development
1600 Throckmorton
P.O. Box 2905
Fort Worth, TX 76113-2905
(817) 885-5471

IOWA, KANSAS, MISSOURI, NEBRASKA
Regional Personnel Office
Department of Housing and Urban Development
Gateway Tower II
400 State Avenue
Kansas City, KS 66101-2406
(913) 236-2119

COLORADO, MONTANA, NORTH DAKOTA,
SOUTH DAKOTA, UTAH, WYOMING
Regional Personnel Office
Department of Housing and Urban Development
Executive Tower Building
1405 Curtis Street
Denver, CO 80202-2349
(303) 844-4436

ARIZONA, CALIFORNIA, HAWAII, NEVADA
Regional Personnel Office
Department of Housing and Urban Development
Phillip Burton Federal Building and U.S. Courthouse
P.O. Box 36003
450 Golden Gate Avenue
San Francisco, CA 94201-3448
(415) 556-7142

ALASKA, IDAHO, OREGON, WASHINGTON
Regional Personnel Office
Department of Housing and Urban Development
Arcade Plaza Building
1321 Second Avenue
Seattle, WA 98101-2054
(206) 442-7581

April 1991
HUD-1303-ADM